

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL SERVICES REGARDING  
GEOGRAPHIC INFORMATION SYSTEM 2015 AERIAL MAPPING UPDATE  
FOR  
THE METROPOLITAN PLANNING ORGANIZATION  
CASPER, WYOMING 82601**

Project Number: MPO 15-02

The Metropolitan Planning Organization (MPO) of Casper, Wyoming, will accept proposals until **4:00 p.m., local time, December 19, 2014**, from individuals and/or organizations that specialize in Geographic Information Services (GIS) aerial mapping update services. Five (5) copies of the proposal and one (1) digital file on a thumb drive shall be submitted to the following individual and address, by the above noted deadline.

Andrew Nelson  
Casper Area Metropolitan Organization  
200 North David  
Casper, Wyoming, 82601

The Request for Proposal, including a more in-depth Scope of Service definition, is available on the City of Casper's website: <http://www.casperwy.gov/home>

Proposals will be evaluated on the vendor's depth of response to the RFP. Certain vendors may be selected for personal interviews based on the proposals before a final selection is made. The successful vendor should be prepared to define service delivery dates and sign a contract no later than March 31, 2015.

Proposals received after the above deadline will be returned to the respective vendor unopened. If there are any questions regarding any part of this Request for Proposal, they should be directed to Andrew Nelson (307) 235-8255. Sealed Proposals delivered in person should be hand carried to the Casper City Hall, Casper Area Metropolitan Planning Organization, 200 North David, Casper, WY. Mailed proposals should be sealed, clearly identified, and submitted to Andrew Nelson at the above address; both methods of delivery are subject to the proposal deadline date.

Andrew Nelson  
MPO Supervisor

Publish:  
November 7, 2014  
November 17, 2014

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL SERVICES REGARDING  
GEOGRAPHIC INFORMATION SYSTEM 2015 AERIAL MAPPING UPDATE  
FOR THE  
CASPER AREA METROPOLITAN PLANNING ORGANIZATION  
CASPER, WYOMING**

The Casper Area Metropolitan Planning Organization of Casper, Wyoming (hereinafter referred to as “MPO”) is seeking qualification statements and service proposals from individuals and/or organizations (hereinafter referred to as “Vendor”) specializing in professional consulting services relating to the GIS (Geographic Information System) 2015 Aerial Mapping Update. The proposals should be designed to provide the MPO with the costs of performing the individual services being solicited, **and include a total not to exceed project price.** The specific nature of the scope of work for the project is outlined in the following Request for Proposals (RFP). Proposals shall be submitted Attn: Andrew Nelson, Casper Area Metropolitan Planning Organization, 200 North David, Casper, Wyoming., 82601, by **4:00 p.m. local time, on December 19, 2014.**

**I. Introduction and Background**

In 2010, the Casper Area MPO, supported by local government members of the MPO, updated the digital color orthophotography, planimetric, topography and elevation/LiDAR data. The total scope of work measured 356 square miles and was divided into two areas of interest, high and low resolution. Orthophotography obtained in 2010 was at 12” (149 square miles) and 6” (207 square miles) resolution.

The 2015 flight area will mirror that of the 2010 boundary but wishes to capture 3” and 6” resolution imagery. High resolution LiDAR was captured for the municipal boundary and totaled 70 square miles. Low resolution LiDAR was captured for the remaining 286 square miles. The project was also designed to support the compilation of planimetric features to a horizontal accuracy of 1.25 feet within the MPO area, and 2.5 feet for the surrounding region.

Since the completion of the 2010 flight the Casper Area MPO, the City of Casper, Natrona County, and the Towns of Bar Nunn, Evansville, and Mills entered into a Regional Geospatial Cooperative creating a centralized geospatial clearinghouse in 2012. Therefore, subsequent updates to specific deliverables part of the 2010 images, such as planimetric features, are incorporated on a weekly basis by designated edit users. The inception of the cooperative business rules have changed dramatically to implement workflows that will effectively and efficiently provide up-to-date data to government staff and, also, to the citizenry. This project will serve to support and enhance the streamlining of this regional effort.

As a part of the centralization effort Natrona County wishes to obtain pricing to expand the 2015 flight area to capture additional optional areas of interest outside the designated MPO flight

boundary arranged in hierarchical order according to importance. Specifically, Natrona County has created three itemized project areas in which cost estimates are requested for 6" resolution imagery and LiDAR/Topographic capture for a section along the North Platte River. Natrona County reserves the right to negotiate a separate agreement.

## **II. Objectives of the Project or Study**

The objective of this RFP is to update the Natrona Regional Geospatial Cooperative's (NRGC) GIS digital imaging and features that reside in an enterprise SDE database. Proposals should determine availability and pricing commitments for professional photogrammetric services to be performed during the spring of 2015. These services will include, but not be limited to: aerial mapping, photogrammetry, topography generation, LiDAR collection, digital orthophoto map production, and planimetric feature production. The core project area will be defined according to the 2010 flight boundary, followed by optional areas of inclusion identified by Natrona County. The successful vendor will update the existing features that reside in the centralized SDE database using a methodology that preserves the digital integrity and attribution of the existing data and deliver the updated feature in ESRI and AutoCAD formats compatible with NRGC software and database versions. The successful Vendor will provide a "not to exceed" price for assisting the MPO in the successful completion of the project scope(s) and action items, with associated recommendations for project completion. Separate exhibits are included for those areas of interest in which Natrona County wishes to obtain pricing.

## **III. Scope of Services**

### **General Requirements**

The MPO is seeking a qualified vendor to provide the defined professional service described herein. The MPO may commit up to \$250,000 to complete all phases of this project. Cost may be used as a consideration to select a proposal.

Vendors are advised that proposals should be as responsive as possible to the provision of this RFP. However, vendors may make exceptions to or propose alternative methods to these provisions, without their proposal being disqualified. **These exceptions must be duly noted in the vendor's response documents.** The MPO reserves the right to reject any or all proposals. The MPO reserves the right to request more information for clarification due to omission of information. Vendors should be prepared to make an oral presentation as part of the evaluation process.

### **Specific Requirements**

The successful vendor will provide professional services in the provision of photogrammetric services required to update the NRGC Geographic Information System. The following items outline the minimum acceptable deliverables. The vendor is strongly urged to provide any additional input deemed important to make this project a success.

## **Ownership**

The MPO and participating partners will retain full ownership of any and all data and materials derived from this project. The MPO and participating partners will also retain full control of the distribution, use, and sale of these data. The vendor is prohibited from using or redistributing these data without prior approval of the MPO.

## **Datums**

All deliverables for this Project will be referenced to the following datums:

- Horizontal – NAD83(86) State Plane Wyoming East Central Zone, US Survey Feet.
- Vertical – NAVD88(GEOID12A), US Survey Feet.

All deliverables for this project will have complete and detailed metadata, following FGDC standards. All final products, manuals, plans, and working files will be delivered on new external hard drive(s), or other approved media purchased at the vendor's expense.

### **A) Control Monumentation (Exhibits “E” & “F”)**

The attached “Exhibit E” details the locations of existing ground control points that are available for the project area(s). The successful vendor will review these data for accuracy, completeness, and potential for inclusion in this project. Prior to conducting the flight, the vendor will submit a flight survey control plan to the MPO Flight Technical Advisory Committee (FTAC) for approval. This plan will detail the numbers and locations of existing and proposed control monuments that will be utilized in the collection of new imagery and planimetric data production.

Vendor must specify if additional ground control is needed or should be set. When possible the vendor should make attempts to utilize PLSS monuments for control. It is expected that the ground survey control will be performed under the supervision of a professional surveyor registered in the State of Wyoming and experienced in geodetic control.

Upon approval, the vendor will have all new monuments installed and positioned using survey grade GPS equipment, and will provide the MPO with new GPS data sheets for each newly installed monument. In addition, the vendor will provide a digital file containing all new monument locations in an ESRI format compatible with NRG software and database version. Any deliverables containing errors or that do not meet the requirements of this RFP and the resulting contract will be

returned to the proposer for correction at no additional cost to the MPO.

The vendor will be responsible for establishing and pre-marking all control points or monuments required for the control task. Please refer to Appendix A “Control Section” for additional control specifications pertinent to LiDAR collection.

**B) Aerial Triangulation**

The vendor will complete fully analytical aerial triangulation (FAAT) to densify control. The vendor is to describe the expected positional accuracy of the horizontal and vertical control. A step-by-step discussion of the procedures, equipment and staff used for the FAAT will be included in the proposal. This proposal should also describe quality control procedures. If the responding vendor chooses not to use aerotriangulation, then the proposal must clearly indicate the method control method they will employ and how said method will produce the orthoimagery at that required specifications.

The selected vendor must document the process and methods used throughout the completion of the project. The selected vendor will deliver to the MPO Flight Technical Advisory Committee (FTAC) a report that provides the analytical aerotriangulation results of other selected methods. The report submitted by the selected vendor must include the coordinated and residual values for all points. The selected vendor will also complete and report RMS values and ground elevations accuracy for the final adjustment. The report submitted by the selected vendor must note and discuss any discarded points.

**C) Aerial Photography (Exhibits “A”-“D”)**

Proposers must consider that the contract will require a Methodology Report which includes Digital Orthophotography as a project deliverable. The proposer must clearly define production methodology and QA/QC procedures in their proposal. The MPO Flight Technical Advisory Committee (FTAC) must approve and sign-off on production methodology detailed in the Orthophotography Methodology Report prior to production.

While the 2010 aerial followed the National Map Accuracy Standards (NMAS), the MPO FTAC understands that there is the American Society for Photogrammetry and Remote Sensing (ASPRS) Accuracy Standards as well. The respondent shall address the issue of the different accuracy between NMAS and ASPRS as it related to this project and whether it is feasible to increase the accuracy of the current dataset by applying the aforementioned ASPRS standards to this flight. The flight will be designed to provide 3” resolution imagery for the Metropolitan Area, and 6” resolution imagery for the surrounding area (See

“Exhibit D”). For instance, if ASPRS is to be utilized, digital orthoimagery data will be compiled to meet or exceed a horizontal accuracy of 95% Class I RMSE as defined by ASPRS for these resolutions. ASPRS accuracy standards will be employed throughout the remainder of the document, the impetus will be placed upon the vendor to provide alternate recommendations if necessary.

The vendor will provide new color aerial photography for the Project Area(s) as shown in attached Exhibits (“A”-“D”). Natrona County optional areas of interest are viewable in attached Exhibits (“L”-“Q”). All imagery will be acquired after snow has melted, prior to vegetation leaf-out, and no later than the end of May 2015. All imagery must be acquired with adequate overlapping coverage for orthorectification, so that building lean in urban areas and shadows in areas of high relief are minimized. Overlapping images in each flight line shall provide full stereoscopic coverage of the area mapped;  $\geq 60\%$  in-track overlap and  $\geq 30\%$  sidelap.

All areas must be seamless relative to one another with boundaries in the exact north-south or east-west direction in the Wyoming State Plane East Central coordinate system. No-data areas of one image set will not mask areas of the adjoining image set. The color balance must be reasonably consistent across all image sets. All imagery will be delivered in tiled and mosaicked (contiguous areas) GeoTIFF and MrSID formats with accompanying world files. The vendor will be responsible for providing a tile schema for approval by the MPO FTAC. If possible, the vendor is to utilize the tiling scheme and indexing naming convention developed in the 2010 flight (Exhibit B).

End users of the orthoimagery will access the data via ArcServer through ArcDesktop GIS Server connection, AutoDesk AutoCAD, and through the NRGC online mapping application GeoSMART. Vendors should provide additional recommendations concerning alternate file formats that may better accommodate these end user needs.

Prior to conducting the flight, the vendor will submit a detailed flight manual to the MPO FTAC for approval. This plan will detail the anticipated flight date(s), the location of all flight lines, the equipment to be used for imagery acquisition, maximum allowed daily sun angle, imagery processing methods, and any additional information that the vendor deems pertinent. Imagery shall not be acquired when the ground is obscured by haze, snow, smoke, dust, floodwaters, or environmental factors that may obscure ground detail. There shall be less than 5% cloud cover and/or shadows in the imagery. Imagery should also be free of atmospheric haze and severe sun glare reflections.

The MPO reserves the right to reject any and all imagery that does not meet the above-stated specifications. Imagery rejected by the MPO will be re-flown at the vendor’s expense. In the event that the flight is postponed, the vendor will notify

the MPO of the flight schedule delay.

**D) Planimetric Data (Exhibits “G” – “I”)**

The vendor will provide Planimetric data meeting ASPRS Class 1 Planimetric Accuracy standard for 1”=60’ map scale for the areas described in attached Exhibits (“G”-“I”). Planimetric features for these areas will include, but not be limited to:

1. Hydrography (HydroLine, HydroPoly, Drainage Basin)
  - a. Natural Stream Centerlines or also include storm drainage infrastructure.
  - b. Line geometry is to be consistent with the topographic data and digitized direction will be consistent with flow direction.
2. Structures

Respondents are directed to Exhibit H of this RFP for clear definition of the features and attributes that are considered deliverable, and therefore the responsibility of the vendor to populate into the GIS database as part of the planimetric update.

The MPO Flight Technical Advisory Committee (FTAC), in collaboration with the selected vendor, will develop a final database design structure into which attributes will be populated, following the attached database design and based on the results of the pilot. This structure will be reviewed and approved by the MPO FTAC as the standard for all planimetric data deliveries in the project. Any files that contain incorrectly coded data or data that does not adhere to the standard will be returned to the vendor for correction. The MPO FTAC will provide attribute and/or place name source materials to the Vendor where appropriate, e.g. hydrographic features.

Structures under 10 square feet shall be omitted from the structures layer. The Vendor will provide building footprints as polygons, with an attribute for both base elevation and building height. Building heights will be determined by the single highest roof line per any given structure. Complex structures with multiple roof heights shall be split so as to provide the best overall representation of the structure.

The Vendor will be provided with the MPO’s existing Planimetric information. All Planimetric data will be delivered according to the MPO FTAC approved schema in ESRI and AutoCAD (NCS CAD Standard Layering Convention) formats compatible with NRG software and database versions.

**E) Topographic/Contours (Exhibits “J”-“K”)**

The vendor will provide cost estimates for LiDAR derived contours at 1' and 2' intervals with breaklines for the area as described in attached Exhibits ("J"- "K"). In addition, Natrona County wishes to obtain costs for 6.4 square miles adjacent to the 2015 flight boundary for an area along the North Platte River known as Bessemer Bend identified in Exhibits "R"- "S". The LiDAR data collection methods must meet or exceed the accuracy requirements for the aforementioned end products in accordance with ASPRS Class 1 Topographic Elevation Accuracy Requirements for Well-Defined Points. LiDAR pulse and ground point densities are to meet or exceed the resolution requirements to produce high resolution Digital Terrain Model (DTM) and Digital Elevation Model (DEM) products to be used for flood plain modeling, storm water modeling, fire modeling, and urban planning. In addition, the MPO FTAC wishes to obtain costs so that the data can be utilized to support the USGS 3D Elevation Program (3DEP). Please refer to Appendix A for the USGS 3DEP Base LiDAR Specifications. The Vendor is to provide recommendations in their proposal concerning accuracy requirements for LiDAR pulse and ground point densities required to produce the aforementioned high resolution DTM and DEM products.

Contour and breakline vector feature data will be delivered according to the MPO Flight Technical Advisory Committee (FTAC) approved tiling scheme in ESRI and AutoCAD formats compatible with NRCG software and database versions. Breaklines will be collected at appropriate areas, produced by either naturally or man-made features. The vendor will also digitize masspoints in addition to breaklines, taking careful note of high and low spots.

Contour and breakline raster data will be delivered according to the MPO Flight Technical Committee (FTAC) approved tiling scheme compatible with NRCG ESRI and AutoCAD (NCS CAD Standard Layering Convention) software and database versions. These data will include the following:

1. Hydrologically Enforced Digital Elevation Model (DEM) in ESRI format devoid of sinks with consistent waterbody surface elevations. Refer to Appendix A for additional 3DEP criteria.
2. Digital Terrain Model (DTM) breakline and masspoint enforced to generate hydrologic (drainage network & watershed) and geomorphometric (slope, aspect and curvature) characteristics of the surface. Refer to Appendix A for additional 3DEP criteria.
3. Digital Surface Model (DSM) (optional)

In order to support any future flood risk mapping applications LiDAR data must meet or exceed the highest standards of accuracy as outlined in FEMA Procedure



Memorandum No. 61-Standards for LiDAR and Other High Quality Digital Topography. Additionally, the LiDAR point cloud data will be delivered according to the MPO FTAC approved tiling scheme, in LAS format, with points classified according to the ASPRS LAS 1.4 format.

Proposers must consider that the contract will require a Topographic Data Production Methodology Report as a project deliverable. The MPO FTAC must approve and sign-off on production methodology detailed in the Topographic Data Production Methodology Report prior to production.

**F) Federal Geographic Data Committee (FGDC) Metadata**

The vendor will assure the delivery of FGDC-compliant metadata for all feature, image or raster data deliverables in XML and digital PDF formats. Metadata must be developed in an ArcGIS Desktop version compatible to be uploaded into the NRGCC enterprise SDE database.

**G) Other**

The MPO wishes to obtain costs for the following:

1. Six (6) full color image prints. Overall individual print size shall be a minimum of 6' x 6'.

**H) Quality Control/Quality Assurance**

The Vendor will submit a quality control and assurance plan to the MPO Flight Technical Advisory Committee (FTAC) for approval. This plan will include QA/QC methods for imagery processing, planimetric data production, contour/LiDAR data production, DTM/DEM generation and a schedule for delivering data samples throughout the Project. These data samples will, at a minimum, be reviewed by the MPO Flight Technical Advisory Committee, in addition to a third party vendor, and returned to the vendor with comments regarding completeness and quality. All changes and edits required by the MPO will be incorporated by the vendor into the final deliverables. Revised digital file(s) must be provided for review and final approval following any map revisions by the vendor, and prior to the production of final deliverables.

The responding vendor's proposal must describe the firm's planned approach for internal QA/QC. The proposal must clearly explain the responding firm's overall methodology for internal QA, and where, when, and how internal QC is applied within the overall project workflow. The MPO FTAC is particularly interested in innovative solutions which responding firms can demonstrate as effective and efficient methodologies for a cost-effective QA/QC program.

**I) Pilot Study: Orthoimagery, Planimetric, and Topographic Products**

The MPO Flight Technical Advisory Committee (FTAC) will select two pilot areas representing urban and urban-agriculture zones within the designated flight area. The pilot study areas will be selected by the MPO FTAC in consultation with the vendor. The pilot is intended to test all production methodologies and establish successful procedures to follow throughout the remainder of the project. While it is understood that ground control, aerial photography, and FAAT will likely be conducted for the entire project prior to the pilot, the rest of the project tasks that are contracted will be initially conducted only for the pilot area before authorization for full production is authorized. If necessary, the pilot will be used to refine the scope of the project in terms of quality, accuracy and timeliness. An important component of this phase will be to clarify and test procedures used by the vendor and the MPO FTAC to complete this project.

During the pilot, the vendor and MPO FTAC will also:

1. Finalize the database design for the geodatabase with any required minor modifications.
2. Assess DEM/DTM breakline enforcement.
3. Finalize the delivery schedule based on the results of the pilot.
4. Determine compression of MrSID orthophotography deliverable based on testing.

Upon successful completion of the pilot, the MPO FTAC will authorize full production of all orthophoto, planimetric and topographic products as described. It is imperative that the pilot project be completed on-time, according to the selected vendor's schedule.

#### **J) Available Source Data**

The MPO Flight Technical Advisory Committee (FTAC) will make the following information available to potential proposers to aid in the development of the formal proposal. The MPO FTAC will use other delivery options at the proposer's request but only at the proposer's expense.

1. ESRI Geodatabase containing the following feature classes:
  - a. Structures
  - b. Countywide Streets
  - c. Aliquot
  - d. Section
  - e. Township
  - f. Township Range Section
  - g. Drainage Basin
  - h. HydroLine
  - i. HydroPoly

- j. Contour\_1ft
- k. Contour\_2ft
- l. Control Points
- m. SpotElevations

#### **IV. General Criteria for Evaluating Qualification Statements.**

**Experience, Expertise, and Workability:** The experience of the proposed vendors should be documented, including any experience in projects similar to the project proposed by the MPO. This experience will be examined at a minimum, on the basis of actual experience, length of time in business, established working relationship with the MPO.

**Conflicts of Interest:** The qualification statement shall specifically address any possible conflicts of interest and the vendor's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this planning study.

**Special Qualifications:** The qualification statement shall identify any specific credentials which might make the vendor uniquely skilled to provide the requested services. These may include similar work experience related to another community of similar size or a project of similar design.

**Professional Staff:** The experience of the proposed vendor's personnel assigned to this project shall be noted. Vendor shall also provide a listing of installation technicians, including a qualifications outline.

#### **V. Subcontractors**

The vendor shall be responsible to retain, and pay for the services of, any subcontractor necessary to complete the work. The MPO and the vendor shall mutually agree to the use of any subcontractor which the vendor desires to retain.

#### **VI. Contract**

The Vendor will be required to sign a contract with the MPO via the City of Casper. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, duties of the vendor, termination of the contract, changes/upgrades, and obligations to the MPO.

#### **VII. Submission of Proposals**

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are provided, the

document and page number shall be referenced. The proposal shall be divided into sections as indicated below:

Statement of Project Requirements: Each vendor shall state in sufficient terms its understanding of the project requirements presented in this RFP.

Scope of Work: Each vendor shall describe in narrative form their plan for accomplishing the work. Please use the Scope of Work tasks provided in this RFP as the point of departure. Additions to, or modifications of, the Scope of Services descriptions are permissible, but reasons for changes shall be fully documented and approved.

Personnel and Prior Experience: Each proposal should identify specific executive, professional and technical personnel who will be assigned to the project. The proposal shall indicate the responsibilities each person will have in the project and indicate the previous related work experience of each individual. Personnel indicated having appropriate expertise for this project must be assigned to the project and actively engaged in completion of the tasks. Any changes in assignment of personnel shall be reviewed with the MPO, to assure consistent technical expertise throughout the term of the project.

Project Management Plan: The vendor is requested to make specific recommendations to the MPO for the successful implementation of this project. Provide specific steps to be taken to accomplish the identified tasks, with an emphasis on achieving agreed milestones, contingency management, and a brief description of other simultaneous projects the vendor's team may be undertaking at the same time.

Price: all proposals shall include an itemized breakdown of costs.

*Sealed Proposals:* Each proposal shall be submitted to the City of Casper, Attn: Andrew Nelson, Casper Area Metropolitan Planning Organization, on or before 4:00 p.m., local time, December 19, 2014. No additional proposals will be received thereafter. Five hard copies of each proposal must be submitted, as well as one digital copy on an external thumb drive. The proposal will remain valid for at least thirty (30) days.

## **VIII. Criteria for Selection**

All proposals received shall be subject to evaluation by a Selection Committee comprised of MPO and member agency staff. The evaluation shall be for the express purpose of selecting the proposal which most clearly meets the RFP requirements. The following areas will be considered in the selection:

1. Understanding the Problem/Solution Proposal: This refers to the vendor's understanding the MPO's needs, objectives of the RFP, component stability, and pricing. *Weight: 20%*

2. Pricing: This includes the ability of the vendor to complete the project at or below the established MPO budget. Greater weight will be placed on qualified firms with a lower price, although the MPO reserves the right to select a firm with a proposal other than the lowest price. *Weight: 5%*
3. Vendor Qualifications: A description of the vendor's team, experience, credentials, and a discussion of similar work. This includes the ability of the vendor to meet the needs of the MPO as dictated in the RFP. *Weight: 20%*
4. Project Management and Scheduling Expertise: Respondents shall identify the management techniques that they are using to assure the completion of projects within schedule and budget. Examples used in previous projects are to be provided. *Weight: 30%*
5. Technical Approach: The quality of the respondent's technical approach to completion of the project, including, without limitation, the overall technical approach and project plan. *Weight: 25%*

The MPO reserves the right to award this contract to the firm that best meets the requirements and needs of the MPO and participating agencies of the Natrona Regional Geospatial Cooperative, not necessarily to the firm with the lowest cost.

#### **IX. Interviews**

Staff will review all proposals. Finalists must appear before the selection committee for an interview.

#### **X. Contract Award**

The MPO reserves the right to accept, reject, or request changes in proposals. The MPO is not liable for any costs incurred by the vendor prior to contract issuance.

The MPO reserves the right to award all or part(s) of the work described herein. It is the MPO's desire to complete all Project components, but work may have to be awarded according to funding availability. Cost proposals must be valid for one (1) year to enable flexible multi-year funding by the MPO if necessary.

#### **XI. Addenda to the Request for Proposals**

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all vendors invited to respond.

#### **XII. Late Proposals**

Late proposals will not be accepted. It is the responsibility of the vendor to ensure that the proposal arrives prior to the stated deadline.

### **XIII. Response Material Ownership**

The material submitted in response to the RFP becomes the property of the MPO and will only be returned to the vendor at the MPO's option. Responses may be reviewed by any person after the final selection has been made. The MPO has the right to use any or all ideas presented in reply to this request. Disqualification of a vendor does not eliminate this right.

### **XIV. Acceptance of Proposal Content**

The contents of the proposal of the successful vendor may become a contractual obligation if the MPO wishes to execute a contract based on the submitted proposal. Failure of the successful vendor to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future solicitations.

### **XV. Reference Checks**

The MPO reserves the right to contact any reference or any client listed in the documents for information which may be helpful in evaluating the vendor's performance on previous assignments. Vendor shall include a list of organizations (local and otherwise) for this purpose (a minimum of three and a maximum of seven).

### **XVI. Retainage**

Ten percent (10%) of the contract price will be retained until all deliverables have been received by the MPO and the Policy Committee has formally approved the project's completion.

### **XVII. Disadvantaged Business Enterprises**

Qualified DBE firms are encouraged to propose or partner on this project. Other proposers are encouraged to seek out potential DBE partners for this project. For more information on the MPO's DBE program, please call (307) 235-8255.

### **XVIII. Tentative\* RFP and Selection Timeline**

November 3, 2014	RFP released
December 19, 2014	Proposals due
January 5, 2015	Proposal Compliance Review by MPO staff
January 8, 2015	RFP Review/Selection by Technical subcommittee - MPO Supervisor - Regional GIS Administrator

	<ul style="list-style-type: none"> <li>- City of Casper IT Manager</li> <li>- Natrona County IT Director</li> <li>- Three at-large members of the MPO Technical Committee</li> </ul>
January 26-30, 2015	Finalist Interviews
February 2-6, 2015	Federal Compliance Review of selected consultant by MPO staff
February 26, 2015	Selected Proposal to MPO Policy Committee
February 27, 2015	Notification of Award
March 6, 2015	Contract Negotiation complete; contract submitted to Casper City Council
March 17, 2015	Contract Authorization by Casper City Council
March 20, 2015	Notice to Proceed (approximate)

\*This schedule may change as the selection process develops.

## **XIX. RFP Addenda or clarifying questions**

Addenda, clarifying questions, exceptions, or other issues with this RFP must be submitted **in writing** (either by letter or email) to Andrew Nelson. Official statements regarding these questions will be processed and uploaded to the City of Casper's website after two separate cutoff dates.

<b>Cutoff deadline</b>	<b>Responses uploaded</b>
11:59 PM – 11/14/14	11/21/14
11:59 PM – 12/5/14	12/12/14

## **XX. Appendices**

This RFP references Appendices or Exhibits "A" through "S". These documents may be found on the City of Casper's website as a separate ZIP file with the RFP document.

